CIRCULAR

No. HR-II.14(1)/2014-IIU/-457 April 14, 2014

Subject: GRANT OF HOUSE BUILDING ADVANCE/MOTOR CAR ADVANCE/MOTOR CYCLE ADVANCE

Applications are invited from employees of IIU(Main) and its Constituent Units for grant of House Building/Motor Car/Motor Cycle Advance on prescribed applications forms obtainable from Human Resource-II Section or download from IIU Website. The application forms complete in all respect must reach in Human Resource-II Section through respective Sectional head on or before 30.04.2014.

2. The applications received in response to this circular shall be considered for grant of above mentioned advances in line with following criteria duly approved by BOG:-

“...The advances shall be granted to the employees on the basis of total length of qualifying service (i.e. 10 Years) in the University between the age of 30 to 55 years. The advance shall be recovered in (240/168/120) months equal installments (i.e. 25% monthly pay) after one month of the payment of the advance.”

3. Applications received prior to this notification and after expiry of the closing date i.e. 30.4.2014 shall not be entertained.

4. This issues with the approval of the Director (HR).

(Syed Nazir Hussain Shah)
Deputy Director (HR-II)

Encl: Application forms

DISTRIBUTIONS:-

1. SPS to the Rector, IIU
2. SPS to the President, IIU
3. APS to the VP (Academics), IIU
4. APS to the DG(AF&P), IIU
5. All Deans/Directors
6. All Administrative Heads of the Constituent Units
7. All Sectional Heads of IIU
8. All Notice Boards of Both Campuses
DECLARATION
(FOR THE YEAR 2013-2014)

FOR GRANT OF HOUSE BUILDING ADVANCE (LOAN)

I, ___________________________________________ S/o ___________________________________________
do hereby solemnly declare that I or any member of my family do not own a house anywhere in
Pakistan. (Family means self, the spouse and dependant children.

Signature

Details

Name: ___________________________________________

Father’s Name: _________________________________________

Date of Birth: _________________________________________

Designation: ___________________________________________

Date of initial regular appointment in IIU: _____________________

Basic Pay (Running): _________________________________

Unit/Section/Deptt: _____________________________________

Date: ________________________________________________

Note: Please attach attested copy of last pay slip.
UNDEUTAKIN FOR GRANT OF CAR/MOTORCYCLE ADVANCE (LOAN)
(FOR THE YEAR 2013-2014)

I, _______________________________ S/o _______________________________
do hereby undertake:-

i) That I do not own a Car/Motor Cycle
ii) That I will purchase a Car/Motor Cycle out of the advance (loan) to be granted
    for this purpose.
iii) That I will submit attested copies of registration of the vehicle to the Finance
    Department within 04 months of release of advance.

________________________________________
Signature

Details

Name: _______________________________

Father's Name: _________________________

Date of Birth: _________________________

Designation: _________________________

Date of initial regular appointment in IIU: _________________________

Basic Pay (Running): _________________________

Unit/Section/Deptt.: _________________________

Date: _________________________

Note: Please attach attested copy of last pay slip.